OPERATING
INSTRUCTIONS

Simplex Electric Models

MONROE ADDING MACHINE

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Simplex Electric
Models 410-11-011 and 408-11-011

FOREWORD

THIS BOOKLET describes the controls and features of the simplex electric Monroe Adding Machine equipped with narrow, stationary carriage and explains their uses so that anyone can readily learn to operate the machine correctly and most efficiently.

The simplex Monroe, which performs addition and subtraction and lists the amounts, can be applied to any work that requires a record on a tape or narrow form. Its negative total and sub-total feature greatly increases the usefulness of the machine as it makes possible the automatic printing of either a positive or a negative total or sub-total with proper symbol identification upon a single key depression.

The instructions apply to both simplex electric Models 408-11-011 and 410-11-011 as these machines have exactly the same features and are alike except for the number of keyboard columns and capacity.

Additional information, if needed, will be gladly furnished upon request which should be addressed to the nearest Branch or local office of the Monroe Calculating Machine Company, Inc., or to the General Offices in Orange, New Jersey.

MONROE ADDING MACHINE

Simplex Electric Model With Narrow Carriage
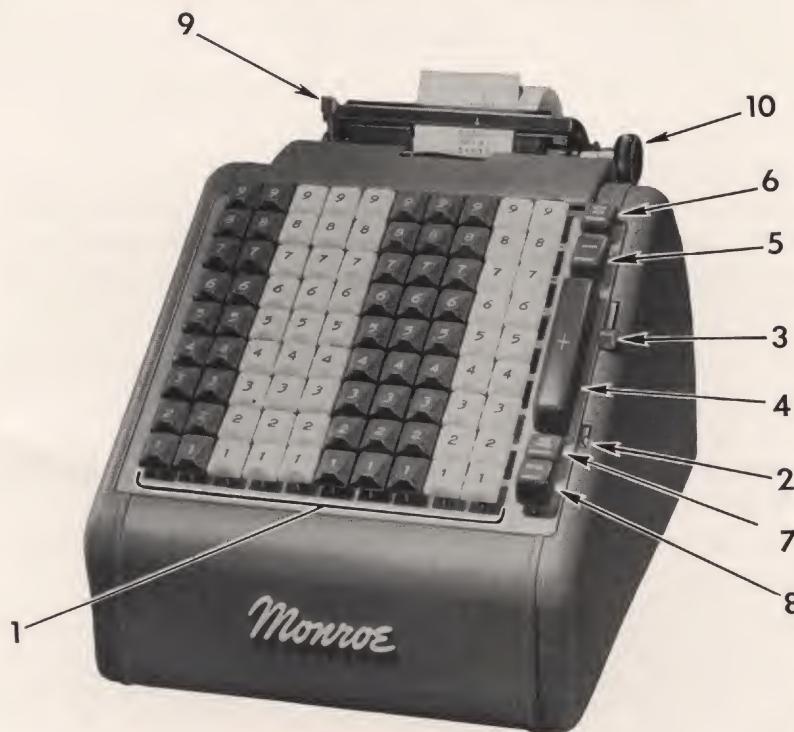
Figure 1 Operating Controls

1	Numeral Keys	6	Non-add Key
2	Repeat Lever	7	Sub-total Key
3	Error or Clear Lever	8	Total Key
4	Plus Bar	9	Platen Release Lever
5	Minus Bar	10	Platen Knob

Monroe Model 410-11-011, illustrated, has a listing capacity of 99,999,999.99 and a totaling capacity of 99,999,999.99. Model 408-11-011 is the same except for having the smaller capacity of 999,999.99 for both listing and totaling.

OPERATING INSTRUCTIONS

Operating Controls and Their Use

The simplex electric Monroe Adding Machine is equipped with a standard, full keyboard so that amounts set are always fully visible to the operator for checking. It is also a flexible type so that a figure set in any column can be changed by simply depressing another key in the same column. The safety, stepped-up design of the keyboard with the keys at an angle cuts down the possibility of depressing in error two keys in the same row. The large keytops and numerals help the operator quickly to locate the keys to be depressed and bring about maximum accuracy and ease of operation.

In the following descriptions of the operating controls each is numbered to correspond to the index numbers in Figures 1 and 3.

Numeral Keys (1)   The numeral keys, which have Monroe "Velvet Touch" action, are easily depressed for setting amounts on the keyboard that are to be added or subtracted and listed; the printing of zeros is automatic. The Monroe keyboard design lends itself to making rapid set-ups by grouping the digits that make up an amount. For example, 1.34 is set as a group using the index, second, and third fingers and rocking the hand to the plus bar in one motion; 10.60 is set up by using the index finger on 1 while the second finger reaches for the 6 as the hand rocks to the plus bar, the two zeros being printed automatically. The flexible keyboard permits the operator to correct an error in any part of an amount set on the keyboard by depressing the correct numeral key in the column where the error has been made.

Repeat Lever (2)   An amount set on the keyboard of the Monroe can be automatically repeated as many times as necessary by merely holding the plus or minus bar depressed until the machine has made the desired number of cycles. This repeat operation can also be performed by using the repeat lever (2). When the lever is in the R position, the amount set on the keyboard will remain depressed after the plus bar, minus bar, or non-add key is used. When the lever is restored to the normal, lower position, the keyboard clears upon depression of any of these operating controls.

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Error or Clear Lever (3) Pushing this lever up releases all numeral keys depressed, clearing an entire amount set on the keyboard.

Plus Bar (4) A light touch of the plus bar causes the machine to print and add the amount set on the keyboard.

Minus Bar (5) A light touch of the minus bar causes the machine to subtract whatever amount is set on the keyboard and print it with a minus sign; for example, 18.39– .

Non-add Key (6) When the non-add key is depressed the machine only prints the amount set on the keyboard which is followed by the identifying symbol N ; as for example, 81.00 N .

Sub-total Key (7) A single depression of the sub-total key causes the machine to print the accumulated amount automatically, whether it is positive or negative. The amount so printed is identified by the symbol s for positive and CR for negative. The accumulated amount is retained in the machine.

Total Key (8) A single depression of the total key causes the machine to print automatically the accumulated amount, either positive or negative, which is followed by the symbol ✳ when positive or the symbol CR when negative. This action clears the accumulated amount from the machine.

Figure 2 shows how the platen release lever is pulled forward when inserting a form. It is used in the same way when straightening the tape in the carriage of the Monroe.

Platen Release Lever (9) Placing the finger on this lever and pulling forward releases the paper so that it can be straightened in the platen of the carriage. The Monroe carriage accommodates forms up to 4¾ inches wide which are placed in the machine by pulling forward on the platen release lever and inserting in front of the platen, as shown in Figure 2.

Platen Knob (10) Turning this knob spaces the tape or paper to whatever position is desired.

To Install Paper Roll

Facing the rear of the machine, remove the paper roll spindle (11) from the carriage by pressing it to the right.

Insert the spindle in the paper roll so the end of the tape drops forward over the roll toward the machine.

Raising the paper shield (13) and placing the roll between the tape guides (12), reinsert the spindle by pushing it into its right-hand socket, then bring the left-hand end into place.

Hold the free end of the tape lightly against the roll and turn the roll forward until the fingers feel that the end of the tape has passed above the rod that is just below the roll. Continue turning the roll slowly, at the same time turning the platen by means of the platen knob (10) until the paper engages and moves up into the carriage in front of the platen.

Raise the paper tear-off bar and push the end of the tape up under it; then bring the paper tear-off bar down over it. Generally the tape is in the carriage straight but if necessary it can be adjusted by pulling forward on the platen release lever.
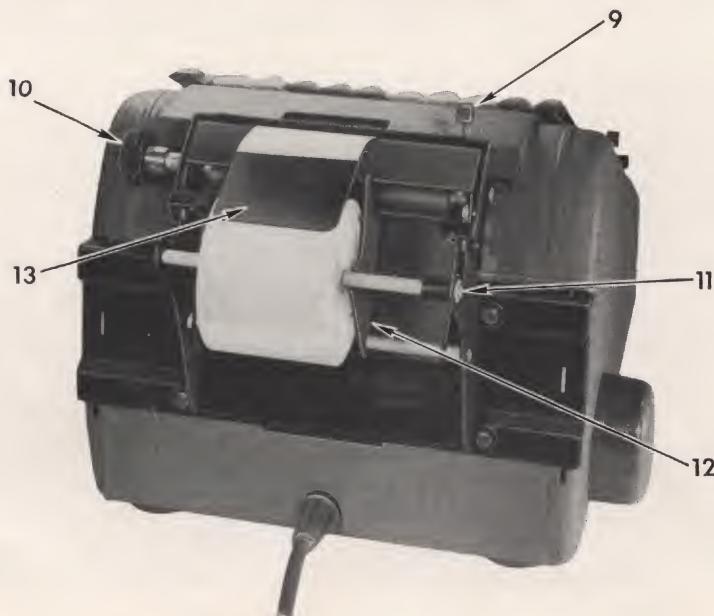

Figure 3 is a rear view of Monroe Adding Machine, simplex model with narrow carriage.

To Change Ribbon


Figure 4 shows ribbon cover raised for inserting ribbon

Installing a new ribbon in the Monroe is very much the same as putting a new ribbon on a typewriter. Raise the hinged cover at the top of the keyboard and lift the two ribbon spools off their posts. Insert the end of the new ribbon in the empty spool and wind on a few rounds turning in the direction opposite from that in which the ribbon is wound on the full spool.

Holding the two spools so the ribbon passing between them is toward the front of the Monroe, place the right-hand spool on the right-hand post. Pass the ribbon in back of the ribbon detent and into the slots of the two ribbon guides and on across behind the left-hand ribbon detent. Then place the left-hand spool on its post. See illustration of Figure 4 which pictures the last step of installing a ribbon correctly. Close cover before starting to operate machine.

Examples of Machine Applications

To simplify the explanations of how to use the Monroe in perform-
ing the basic kinds of listing work, tapes are reproduced which show
the printed amounts. Following each are step-by-step instructions
for the operator.

Addition

```
                    *
        5.25
      1 4.75
      2 0.0 0 *
```
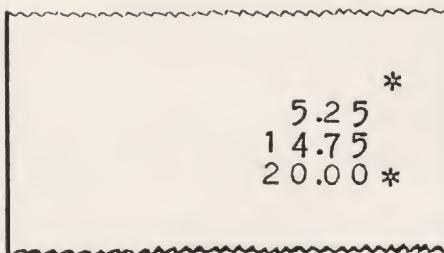
Step 1		*	Clear machine by depressing total key.
Step 2	5.25		Set on keyboard and touch plus bar.
Step 3	14.75		Set on keyboard and touch plus bar.
Step 4	20.00	*	Depress total key.

Subtraction

```
                    *
      1 4.75
        5.25 −
        9.50 *
```
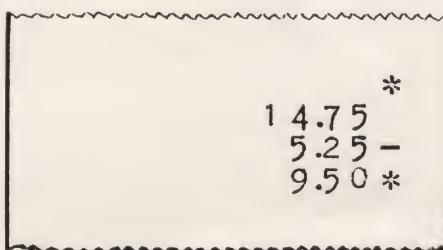
Step 1		*	Clear machine by depressing total key.
Step 2	14.75		Set on keyboard and touch plus bar.
Step 3	5.25	−	Set on keyboard and touch minus bar.
Step 4	9.50	*	Depress total key.

Non-add
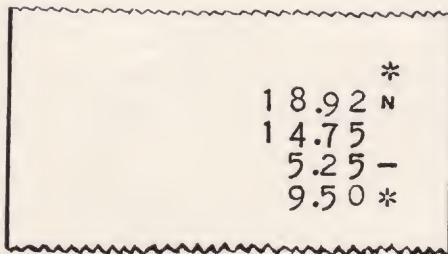
```
                        *
             1 8.9 2 N
             1 4.7 5
                5.2 5 —
                9.5 0 *
```

Step 1	*	Clear machine by depressing total key.
Step 2	18.92 N	Set on keyboard and depress non-add key.
Step 3	14.75	Set on keyboard and touch plus bar.
Step 4	5.25 —	Set on keyboard and touch minus bar.
Step 5	9.50 *	Depress total key.

Sub-total and Total
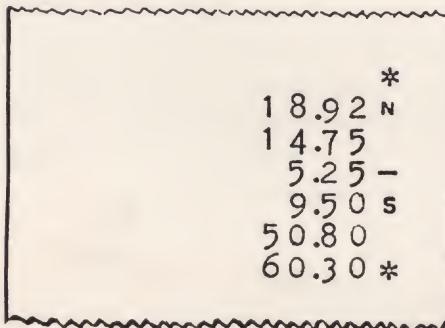
```
                        *
             1 8.9 2 N
             1 4.7 5
                5.2 5 —
                9.5 0 s
             5 0.8 0
             6 0.3 0 *
```

Step 1	*	Clear machine by depressing total key.
Step 2	18.92 N	Set on keyboard and depress non-add key.
Step 3	14.75	Set on keyboard and touch plus bar.
Step 4	5.25 —	Set on keyboard and touch minus bar.
Step 5	9.50 s	Depress sub-total key.
Step 6	50.80	Set on keyboard and touch plus bar.
Step 7	60.30 *	Depress total key.

Negative Sub-total and Negative Total

```
                    *
        2 5.5 0
          1 .3 9
            .2 5  –
        2 6.6 4  s
          3 .2 2
        5 0.9 9  –
        2 1 .1 3  CR
          4 .0 4
        1 7 .0 9  CR
```

Step 1	*	Clear machine by depressing total key.
Step 2	25.50	Set on keyboard and touch plus bar.
Step 3	1.39	Set on keyboard and touch plus bar.
Step 4	.25 –	Set on keyboard and touch minus bar.
Step 5	26.64 s	Depress sub-total key.
Step 6	3.22	Set on keyboard and touch plus bar.
Step 7	50.99 –	Set on keyboard and touch minus bar.
Step 8	21.13 CR	Depress sub-total key.
Step 9	4.04	Set on keyboard and touch plus bar.
Step 10	17.09 CR	Depress total key.

Correcting Errors

Partial error in amount on keyboard

To correct: Depress the correct numeral key in the column where the error was made. As the correct key is depressed the incorrect one restores to normal.

Amount on keyboard entirely incorrect

To correct: Push the clear lever up, thus clearing the entire amount set on the keyboard and restoring the keyboard to normal.

Error in printed amount in addition

To correct: Set on the keyboard the entire incorrect amount and touch the minus bar. This makes the correction by subtracting the incorrect amount from the register of the machine. Set the correct amount on the keyboard and proceed with addition.

Error in printed amount in subtraction

To correct: Set on the keyboard the entire incorrect amount and touch the plus bar. This removes the incorrect amount from the register of the machine. Set correct amount to be subtracted on the keyboard and proceed with subtraction.